

Comptroller's Directive No. 3-07
Attachment 25
Government-wide payables and Other Accruals at June 30

Purpose This attachment is to identify other accrual information after August 31, 2007, which has not been reported via the supplemental information or the other attachments in this Directive. This attachment is similar to prior year's Attachment 23.

Applicable agencies All agencies with CARS activity for those funds that are not included in the agency submitted financial statement templates **or** other submissions.

Due date **September 20, 2007**

Certification The **Certification** tab is new for FY 2007, and it requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed, the information is both complete and accurate, and the preparer and reviewer were not the same individual for any tab.

Submission information Contact DOA if the agency has any problems with the files.

After downloading the files, rename the spreadsheet file using the agency number followed by Att25. For example, agency 151 should rename its Attachment 25.xls file as 151Att25.xls.

Submit the Excel spreadsheet electronically to
finrept-agvatt@doa.virginia.gov

Copy APA via e-mail to: APAFinRept@apa.virginia.gov.

Do not submit paper copies of the Excel attachment.

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**Attachment
revisions**

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the [Revision Control Log](#) tab in the attachment excel file.**

Enter the revision date, applicable excel file tab name, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

Each time a revision is submitted the [Certification](#) tab should be updated with new signatures and dates.

Background

GASBS No. 34 requires a Government-wide Statement of Net Assets and Statement of Activities to be prepared on the economic resources measurement focus and full accrual basis of accounting. As such, each agency must analyze and list any other accruals after August 31, 2007. An example of this would be accounts payable. **Agencies need not list any accruals between July 1, 2007 and August 31, 2007 because DOA can retrieve that information through the "P" and "N" voucher process. In addition, if information has been included in any other directive submission, it should not be listed in this attachment.**

**Additional
consideration**

In analyzing expenditures that should be accrued (like payables) after August 31, 2007, each agency must consider whether those expenditures are exchange or nonexchange transactions. For nonexchange transactions, follow guidelines in **GASBS No. 33** and **GASBS No. 36**. See also the **[GASBS No. 33 – Nonexchange Transactions Overview](#)** section in this Directive.

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Exclusions

Prepayments should not be included on this Attachment. Prepayments should be included on **Attachment 7, Schedule of Inventory on Hand as of June 30 and Prepayments**.

Spreadsheet instructions

Follow the instructions below in order to identify accrual information to be paid **after August 31, 2007**:

Step	Action
1	Indicate whether the agency has full accrual information to report to DOA.
2	Provide a brief description of the accrual for each row of information.
3	Provide the name of the payee when the funds are paid.
4	Record the fund / fund detail. This should be entered as a numeric field. (When fund / fund detail 0100 is entered as a numeric field, it will show on the spreadsheet as 100.)

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Spreadsheet instructions (Continued)

5	<p>Record the function of the expenditures. A drop-down list is available. Click the cell, click on the arrow, and click on the function. Functional codes are the first number in every service area. For example, service area 1031000 "Community Services" would fall under the "Education" function. Each functional code and its corresponding description is below.</p> <p>1 – Education 3 – Administration of Justice 4 – Individual and Family Services 5 – Resources and Economic Development 6 – Transportation 7 – General Government 8 – Enterprise 9 – Capital Outlay</p> <p>If the accrual is not for an expenditure, leave the cell blank and go to step 6.</p>
6	<p>If the other accrual corresponds to a revenue (i.e., revenue refund), enter the 5 digit revenue source code. This must be entered as a numeric field. When the revenue source code 01000 is entered as a numeric field it will show on the spreadsheet as 1000.</p> <p>If the other accrual is not related to revenue, leave cell blank and go to step 8.</p>

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Spreadsheet instructions (Continued)

Step	Action
7	<p>Record the <u>GASBS No. 34</u> Government-wide revenue classification of the revenues. A drop-down list is available. Click on the cell, click on the arrow, and click on the appropriate classification. Refer to the <u>GASBS No. 34 Government-wide Revenue Classification Table</u> on DOA's website at www.doa.virginia.gov for the proper classifications. Click on the "Financial Reporting" link. Then click on "Financial Statement Directives." The classifications are listed below:</p> <p>GR-Taxes GR-Investment earnings GR-Grants / Cont. not restricted to S. P. GR-Miscellaneous Endowments / Permanent Fund Principal PR-Chgs/1-Education PR-Chgs/3-Administration of Justice PR-Chgs/4-Individual and Family Services PR-Chgs/5-Resources and Economic Develop PR-Chgs/6-Transportation PR-Chgs/7-General Government PR-Chgs/8-Enterprise PR-Oper/1-Education PR-Oper/3-Administration of Justice PR-Oper/4-Individual and Family Services PR-Oper/5-Resources and Economic Develop PR-Oper/6-Transportation PR-Oper/7-General Government PR-Oper/8-Enterprise PR-Cap/1-Education PR-Cap/3-Administration of Justice PR-Cap/4-Individual and Family Services PR-Cap/5-Resources and Economic Develop PR-Cap/6-Transportation PR-Cap/7-General Government PR-Cap/8-Enterprise Not Applicable – Fiduciary Fund</p>

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Spreadsheet instructions (Continued)

Step	Action
7 (Continued)	Below is a crosswalk of the acronyms: GR – General Revenues Cont. – Contributions S. P. – Specific Program PR – Program Revenue Charges – Charges for Goods / Services Oper – Operating Grants and Contributions Cap – Capital Grants and Contributions <u>Note:</u> The program revenues are followed by the related function.
8	Record the amount. Round amounts to the nearest dollar.

**Final
instructions
other accruals**

Ensure all full accrual items that should be reported on the Government-wide statements have been listed. **EXCLUDE amounts recorded on CARS or submitted via other attachments or supplemental requirements from this attachment.** If the agency has additional full accrual activity that is not reflected in this spreadsheet, contact DOA and notify them of the additional activity. Provide these additional entries to DOA.

Complete **Variance Explanation** tab as indicated on the **Other Accruals Detail** tab.

DOA may contact your agency to clarify or obtain more information regarding the full accrual entries.

MAINTAIN DETAIL SUPPORTING DOCUMENTS FOR THE AUDITOR OF PUBLIC ACCOUNTS TO REVIEW.
